

Cultural Affairs Assistant (T)

Cultural Affairs Assistant

Human Resources Associate (T)

Human Resources Associate

Administrative Assistant (T)

Administrative Assistant

Program Management Assistant (T)

Program Management Assistant

Human Resources Assistant (T)

Human Resources Assistant

Voucher Examiner (T)

Voucher Examiner

Voucher Examiner (When-Actually-Employed Position) (T)

Voucher Examiner (When-Actually-Employed Position)

Telephone Operator (T)

Telephone Operator

Acquisition Specialist (T)

Clerk (T)

Clerk

FSN#2008/128 (T)

Cultural Affairs Assistant

OPEN TO: All Interested Candidates

POSITION: Cultural Affairs Assistant, FSN-8; FP-6 (Trainee)

OPENING DATE: December 12, 2008

CLOSING DATE: January 15, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Cultural Affairs Assistant at the Consulate General Chiang Mai, located at Wichayanon Road, Chiang Mai.

BASIC FUNCTION OF POSITION:

Serve as an expert in local culture, plan and implement programs, and advise on the Consulate's relations with local media. Serve as the principal advisor and assistant to the Consulate General and Public Diplomacy officer in planning, developing, administering, and implementing the full range of public diplomacy programs, as well as in developing and maintaining key contacts. Performance is reviewed by the Public Affairs Counselor in Bangkok.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Liberal Arts, Political Sciences, International Relations, or other relevant field; (2) At least four years of progressive experience in public relations or other relevant field at the mid level, and/or university teaching experience; (3) Must be able to read, write, speak and comprehend English and Thai at Level IV (fluent); (4) Possesses knowledge of Thai society and government structure, awareness of issues related to U.S.-Thai relations, and personal acquaintance with personnel and/or decision makers in Thai education, government, business, and society at the provincial level in northern Thailand; (5) Excellent organizational ability, imagination, and resourcefulness as well as strong inter-personal and writing skills; (6) Must demonstrate ability to successfully serve at a trainee/developmental level in the position for at least one year before being eligible for the full performance level.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: January 15, 2009

FSN#2008/128

Cultural Affairs Assistant

OPEN TO: All Interested Candidates

POSITION: Cultural Affairs Assistant, FSN-9; FP-5 (Step 1 thru 4)

OPENING DATE: December 12, 2008

CLOSING DATE: January 15, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4)

Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Cultural Affairs Assistant at the Consulate General Chiang Mai, located at Wichayanon Road, Chiang Mai.

BASIC FUNCTION OF POSITION:

Serve as an expert in local culture, plan and implement programs, and advise on the Consulate's relations with local media. Serve as the principal advisor and assistant to the Consulate General and Public Diplomacy officer in planning, developing, administering, and implementing the full range of public diplomacy programs, as well as in developing and maintaining key contacts. Performance is reviewed by the Public Affairs Counselor in Bangkok.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Liberal Arts, Political Sciences, International Relations, or other relevant field; (2) At least five years of progressive experience in public relations or other relevant field at the mid level, and/or university teaching experience; (3) Must be able to read, write, speak and comprehend English and Thai at Level IV (fluent); (4) Possesses knowledge of Thai society and government structure, awareness of issues related to U.S.-Thai relations, and personal acquaintance with personnel and/or decision makers in Thai education, government, business, and society at the provincial level in northern Thailand; (5) Excellent organizational ability, imagination, and resourcefulness as well as strong inter-personal and writing skills; (6) Must demonstrate ability to successfully serve at a trainee/developmental level in the position for at least one year before being eligible for the full performance level.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: January 15, 2009

FSN#2009/01 (T)

Human Resources Associate

OPEN TO: All Interested Candidates

POSITION: Human Resources Associate, FSN-5; FP-9 (Trainee)

OPENING DATE: January 9, 2009

CLOSING DATE: January 22, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Human Resources Associate in its Regional Human Resources Office, located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Provide administrative and personnel support to approximately 1,000 direct hire employees and their family members. Duties include preparing travel messages; updating and maintaining databases for staffing patterns; telephone directories; assisting in the check-in/check-out processing and performing other functions as assigned.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. **(2)** For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in human resources management, business administration or a related field is required; **(2)** One year experience in human resources management, office administration or secretarial field is required; **(3)** Level III (Good working knowledge) speaking/ reading/writing English and Level IV (Fluent) speaking/reading/writing Thai; **(4)** Must have good customer service skills and sensitivity to customers’ needs; **(5)** Good knowledge and skill in computer software (e.g. MS Office, Excel, etc.) is required.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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Fax: 02-205-4928

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CLOSING DATE FOR THE POSITION: JANUARY 22, 2009

FSN#2009/01

Human Resources Associate

OPEN TO: All Interested Candidates

POSITION: Human Resources Associate, FSN-6; FP-8

OPENING DATE: January 9, 2009

CLOSING DATE: January 22, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Human Resources Associate in its Regional Human Resources Office, located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Provide administrative and personnel support to approximately 1,000 direct hire employees and their family members. Duties include preparing travel messages; updating and maintaining databases for staffing patterns; telephone directories; assisting in the check-in/check-out processing and performing other functions as assigned.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in human resources management, business administration or a related field is required; (2) Two years’ experience in human resources management, office administration or secretarial field is required; (3) Level III (Good working knowledge) speaking/ reading/writing English and Level IV (Fluent) speaking/reading/writing Thai; (4) Must have good customer service skills and sensitivity to customers’ needs; (5) Good knowledge and skill in computer software (e.g. MS Office, Excel, etc.) is required.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: JANUARY 22, 2009

FSN#2009/02 (T)

Administrative Assistant

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant, FSN-6; FP-8 (T)

OPENING DATE: January 9, 2009

CLOSING DATE: January 22, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in the Joint POW/MIA Accounting Command (JPAC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Provide a full range of administrative services and assistance for smooth operation of the office. Duties include organizing meetings, travel arrangements, and visitor schedules; preparing travel plans, composing or typing correspondence, and maintaining office files. Perform translation and interpreter services duties and assign driver schedules.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelors Degree in Business Administration, Humanities or Social Science; (2) At least one year in office administration or travel service; (3) Must be able to read, write, speak and comprehend English and Thai at Level IV (fluent); (4) Must have good communication skills and interpersonal skills to develop and maintains effective contact with office American personnel, Royal Thai Government, and other Embassy officials; (5) Must be able to operate standard office automation equipment and computer.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: January 22, 2009

FSN#2009/02

Administrative Assistant

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant, FSN-7; FP-7

OPENING DATE: January 9, 2009

CLOSING DATE: January 22, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in the Joint POW/MIA Accounting Command (JPAC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Provide a full range of administrative services and assistance for smooth operation of the office. Duties include organizing meetings, travel arrangements, and visitor schedules; preparing travel plans, composing or typing correspondence, and maintaining office files. Perform translation and interpreter services duties and assign driver schedules.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM s and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM s), Eligible Family Members (EFM s), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelors Degree in Business Administration, Humanities or Social Science; (2) At least two years in office administration or travel service; (3) Must be able to read, write, speak and comprehend English and Thai at Level IV (fluent); (4) Must have good communication skills and interpersonal skills to develop and maintains effective contact with office American personnel, Royal Thai Government, and other Embassy officials; (5) Must be able to operate standard office automation equipment and computer.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: January 22, 2009

FSN#2009/03 (T)

Program Management Assistant

OPEN TO: All Interested Candidates

POSITION: Program Management Assistant, FSN-6; FP-8 (Trainee)

OPENING DATE: January 9, 2009

CLOSING DATE: January 22, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Management Assistant in its Regional Employee Development Center (REDC) located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as Program Management Assistant assisting Program Director in managing and administering the Regional Employee Development Center (REDC) by performing a variety of program administrative support functions. Duties include drafting course announcements; receiving, screening and recommending eligible enrolment requests; providing information to and coordinating with participants for training arrangements; creating and maintaining program database and files; preparing activity reports; assisting in preparing budget proposals and updating status; and searching background information of local training facilities and their programs. Also prepare training materials and provide logistical support for program arrangement.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1)) A college study in human resource management, business administration, education, training or a related field in social science or arts is required; (2) At least two years of experience in education/training service or human resources support work and office administrative work in a governmental, international or multi-national organization are required; (3) Level 3 (Good working knowledge) speaking/reading/writing English and Thai is required; (4) Knowledge and skills in the use of Desktop Publishing, Standard Microsoft Office programs are required; (5) Good knowledge of regulations and administrative procedures pertaining to training plan, implementation, budgeting and record keeping is required. (6) General knowledge in the market in relation to available sources for training services and facilities for variety types of training is required.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: JANUARY 22, 2009

FSN#2009/03

Program Management Assistant

OPEN TO: All Interested Candidates

POSITION: Program Management Assistant, FSN-7; FP-7

OPENING DATE: January 9, 2009

CLOSING DATE: January 22, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Management Assistant in its Regional Employee Development Center (REDC) located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as Program Management Assistant assisting Program Director in managing and administering the Regional Employee Development Center (REDC) by performing a variety of program administrative support functions. Duties include drafting

course announcements; receiving, screening and recommending eligible enrolment requests; providing information to and coordinating with participants for training arrangements; creating and maintaining program database and files; preparing activity reports; assisting in preparing budget proposals and updating status; and searching background information of local training facilities and their programs. Also prepare training materials and provide logistical support for program arrangement.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOH's) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) A college study in human resource management, business administration, education, training or a related field in social science or arts is required; (2) At least three years of experience in education/training service or human resources support work and office administrative work in a governmental, international or multi-national organization are required; (3) Level 3 (Good working knowledge) speaking/reading/writing English and Thai is required; (4) Knowledge and skills in the use of Desktop Publishing, Standard Microsoft Office programs are required; (5) Good knowledge of regulations and administrative procedures pertaining to training plan, implementation, budgeting and record keeping is required. (6) General knowledge in the market in relation to available sources for training services and facilities for variety types of training is required.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: JANUARY 22, 2009

FSN#2009/04 (T)

Human Resources Assistant

OPEN TO: All Interested Candidates

POSITION: Human Resources Assistant, FSN-7; FP-7 (Trainee)

OPENING DATE: January 9, 2009

CLOSING DATE: January 22, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Human Resources Assistant in its Regional Human Resources Office (RHRO) office located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Provide services on all aspects of locally-employed personnel administration functions, e.g. recruitment, job evaluation, employee counseling, retirement, efficiency reports, employee benefits, incentive awards, health benefits plan, personnel actions. Also perform specific technical support functions relating to the human resources program.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOH's) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in human resources management, business administration, psychology, communication or a related discipline is required. (2) Two years of progressively related responsible experience in administering human resources program. (3) Level IV (Fluent) speaking/reading/writing English and Thai is required. (4) A basic knowledge of Thai Labor Law is required. (5) Must be tactful, possess good judgment, and be able to maintain effective working relationships with employees and their supervisors, and have counseling skills. (6) Must have good computer skills.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: JANUARY 22, 2009

FSN#2009/04

Human Resources Assistant

OPEN TO: All Interested Candidates

POSITION: Human Resources Assistant, FSN-8; FP-6

OPENING DATE: January 9, 2009

CLOSING DATE: January 22, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Human Resources Assistant in its Regional Human Resources Office (RHRO) office located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Provide services on all aspects of locally-employed personnel administration functions, e.g. recruitment, job evaluation, employee counseling, retirement, efficiency reports, employee benefits, incentive awards, health benefits plan, personnel actions. Also perform specific technical support functions relating to the human resources program.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in human resources management, business administration, psychology, communication or a related discipline is required. (2) Three years of progressively related responsible experience in administering human resources program. (3) Level IV (Fluent) speaking/reading/writing English and Thai is required. (4) A basic knowledge of Thai Labor Law is required. (5) Must be tactful, possess good judgment, and be able to maintain effective working relationships with employees and their supervisors, and have counseling skills. (6) Must have good computer skills.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: JANUARY 22, 2009

FSN#2009/05 (T)

Voucher Examiner

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner, FSN-6; FP-8

OPENING DATE: January 9, 2009

CLOSING DATE: January 22, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner in its Financial Management Center, located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Handle full scope of vouchering services. Duties include verifying that payment claims are accurate and proper through the review of authorizing and supporting documents and regulations; providing advice and guidance concerning the regulations covering allowances; and coordinating with internal clients and external contacts for timely vouchering/payment processes.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of college study in accounting, business administration and/ or finance related subjects; (2) One year’s

experience in accounting or vouchering, or related functions; **(3)** Level III (Good working knowledge) speaking/reading/ writing English and Thai; **(4)** Ability to use of computer packages/applications i.e. MS Word, MS Excel; **(5)** Ability to communicate effectively with all levels of clients.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: JANUARY 22, 2009

FSN#2009/05

Voucher Examiner

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner, FSN-7; FP-7

OPENING DATE: January 9, 2009

CLOSING DATE: January 22, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner in its Financial Management Center, located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Handle full scope of vouchering services. Duties include verifying that payment claims are accurate and proper through the review of authorizing and supporting documents and regulations; providing advice and guidance concerning the regulations covering allowances; and coordinating with internal clients and external contacts for timely vouchering/payment processes.

QUALIFICATIONS REQUIRED:

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(1) Completion of college study in accounting, business administration and/ or finance related subjects; (2) Two year's experience in accounting or vouchering, or related functions; (3) Level III (Good working knowledge) speaking/reading/ writing English and Thai; (4) Ability to use of computer packages/applications i.e. MS Word, MS Excel; (5) Ability to communicate effectively with all levels of clients.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: JANUARY 22, 2009

FSN#2009/06 (T)

Voucher Examiner (When-Actually-Employed Position)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner, FSN-6; FP-8

OPENING DATE: January 9, 2009

CLOSING DATE: January 22, 2009

WORK HOURS: When-actually-employed (WAE)

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner in its Financial Management Center, located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Handle full scope of vouchering services. Duties include verifying that payment claims are accurate and proper through the review of authorizing and supporting documents and regulations; providing advice and guidance concerning the regulations covering allowances; and coordinating with internal clients and external contacts for timely vouchering/payment processes.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs),

Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of college study in accounting, business administration and/ or finance related subjects; **(2)** One year’s experience in accounting or vouchering, or related functions; **(3)** Level III (Good working knowledge) speaking/reading/ writing English and Thai; **(4)** Ability to use of computer packages/applications i.e. MS Word, MS Excel; **(5)** Ability to communicate effectively with all levels of clients.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT

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CLOSING DATE FOR THE POSITION: JANUARY 22, 2009

FSN#2009/06

Voucher Examiner (When-Actually-Employed Position)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner, FSN-7; FP-7

OPENING DATE: January 9, 2009

CLOSING DATE: January 22, 2009

WORK HOURS: When-actually-employed (WAE)

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner in its Financial Management Center, located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Handle full scope of vouchering services. Duties include verifying that payment claims are accurate and proper through the review of authorizing and supporting documents and regulations; providing advice and guidance concerning the regulations covering allowances; and coordinating with internal clients and external contacts for timely vouchering/payment processes.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of college study in accounting, business administration and/ or finance related subjects; (2) Two year's experience in accounting or vouchering, or related functions; (3) Level III (Good working knowledge) speaking/reading/ writing English and Thai; (4) Ability to use of computer packages/applications i.e. MS Word, MS Excel; (5) Ability to communicate effectively with all levels of clients.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

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CLOSING DATE FOR THE POSITION: JANUARY 22, 2009

FSN#2009/07 (T)

Telephone Operator

OPEN TO: All Interested Candidates

POSITION: Telephone Operator, FSN-3; FP-BB, Trainee

OPENING DATE: January 9, 2009

CLOSING DATE: January 22, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-BB

Ordinarily Resident (OR): FSN-3

The U.S. Embassy in Bangkok is seeking an individual for the position of Telephone Operator in its Information Resources Management Office/Switchboard (IRM/SW), located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as a telephone switchboard operator handling incoming, outgoing and intra-office calls to include official as well as personal calls, both long distance and international. Record pertinent data into a computer system for billing and record keeping purposes, update and correct mission telephone listings and perform as a complete telephone information service based upon knowledge of the operations, functions and activities of the offices and agencies of the U.S. Diplomatic Mission to the Kingdom of Thailand. Must be able to work on a rotating shift schedule.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of commercial school; (2) Six month’s experience as a telephone operator or relating office experience; (3) Level III (Good working knowledge) speaking/reading/writing English and Thai; (4) Must have a thorough knowledge of operator console and telephone procedures; (5) Possess a good working knowledge of organization functions, personnel and practices of the activities serviced; (6) Courtesy and tact, good speech and voice modulation, and the ability to work under pressure.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
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CLOSING DATE FOR THE POSITION: JANUARY 22, 2009

FSN#2009/07

Telephone Operator

OPEN TO: All Interested Candidates

POSITION: Telephone Operator, FSN-4; FP-AA

OPENING DATE: January 9, 2009

CLOSING DATE: January 22, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Telephone Operator in its Information Resources Management Office/Switchboard (IRM/SW), located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as a telephone switchboard operator handling incoming, outgoing and intra-office calls to include official as well as personal calls, both long distance and international. Record pertinent data into a computer system for billing and record keeping purposes, update and correct mission telephone listings and perform as a complete telephone information service based upon knowledge of the operations, functions and activities of the offices and agencies of the U.S. Diplomatic Mission to the Kingdom of Thailand. Must be able to work on a rotating shift schedule.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of commercial school; (2) One year of experience as a telephone operator or relating office experience; (3) Level III (Good working knowledge) speaking/reading/writing English and Thai; (4) Must have a thorough knowledge of operator console and telephone procedures; (5) Possess a good working knowledge of organization functions, personnel and practices of the activities serviced; (6) Courtesy and tact, good speech and voice modulation, and the ability to work under pressure.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: JANUARY 22, 2009

FSN#2009/09 (T)

Acquisition Specialist

OPEN TO: All Interested Candidates

POSITION: Acquisition Specialist, FSN-9; FP-5(Step 1 thru 4), Trainee

OPENING DATE: January 9, 2009

CLOSING DATE: January 22, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-5(Step 1 thru 4)

Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Acquisition Specialist in its Residence Office in Charge of Construction Thailand (ROICC) located at the JUSMAGTHAI compound, South Sathorn Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as acquisition specialist with warranted authority to obligate government funds to provide support to ROICC contracting actions in various countries in Southeast Asia. Duties included managing pre-award and post-award functions for execution of complex contracts' acquisitions including construction, design, service, and vehicle purchase. Review and analyze requests for procurement, develop the acquisition strategy, prepare solicitation packages, cost-price and financial analysis with responsibility for analyzing a variety of bids/contracts, and evaluate contractor's performance. Ensure completeness of all contracts until final delivery and payment. Must be able to travel across the region.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree with a minimum of 24 credit hours of study in accounting, business finance, contracting law, purchasing, economics, industrial management, marketing quantitative methods, and organization and management; (2) At least six months of progressive experience in a contracting area; (3) Level IV (fluent) speaking/reading/writing English and Thai; (4) Standard knowledge of computer software packages including word processing, Excel, and e-mail; (5) Must demonstrate ability to complete the required Defense Acquisition Workforce Improvement Act (DAWIA) Level 2 Certification and successfully serve at a trainee level for at least two years before being eligible for the full performance level; (6) Familiarity with business practices and market conditions, and knowledgeable of contract types, methods and techniques including cost and incentive contracting, award fee, cost sharing arrangements, processing of unsolicited proposals, special provisions relating to proprietary rights, and rights in data.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: JANUARY 22, 2009

FSN#2009/10 (T)

Clerk

OPEN TO: All Interested Candidates

POSITION: Clerk, FSN-3; FP-BB, Trainee

OPENING DATE: January 9, 2009

CLOSING DATE: January 22, 2009

WORK HOURS: Full-time; 48 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-BB, Trainee

Ordinarily Resident (OR): FSN-3, Trainee

The U.S. Embassy in Bangkok is seeking an individual for the position of Clerk in its General Services Office/Motor Pool Office (GSO/MTO), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Provides overall clerical support to Motor Pool, including filing, copying, and segregating documents. Uses computer system to maintain section's information, monitor repair and trip fuel record. Hand delivers important documents and financial instruments and commodities to Thai Government offices in Bangkok and the provinces. Performs chauffeur duties as assigned for Embassy staff to meeting with Thai Government, counterparts, and on field trips throughout Thailand.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOH's) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of Secondary school (Mathayom 6); (2) Six months' experience in administrative work; (3) Level II (limited knowledge) speaking/reading/writing English and Thai; (4) Familiarity with the Bangkok road system, the location of Thai government offices and nearby cities; (5) Must be able to drive and possess a valid Thai driver's license; (6) Must be able to operator computer.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: JANUARY 22, 2009

FSN#2009/10

Clerk

OPEN TO: All Interested Candidates

POSITION: Clerk, FSN-4; FP-AA

OPENING DATE: January 9, 2009

CLOSING DATE: January 22, 2009

WORK HOURS: Full-time; 48 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Clerk in its General Services Office/Motor Pool Office (GSO/MTO), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Provides overall clerical support to Motor Pool, including filing, copying, and segregating documents. Uses computer system to maintain section's information, monitor repair and trip fuel record. Hand delivers important documents and financial instruments and commodities to Thai Government offices in Bangkok and the provinces. Performs chauffeur duties as assigned for Embassy staff to meeting with Thai Government, counterparts, and on field trips throughout Thailand.

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(1) Completion of Secondary school (Mathayom 6); (2) One year's experience in administrative work; (3) Level II (limited knowledge) speaking/reading/writing English and Thai; (4) Familiarity with the Bangkok road system, the location of Thai government offices and nearby cities; (5) Must be able to drive and possess a valid Thai driver's license; (6) Must be able to operator computer.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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